

20 MAR 1987

OTE 87-6303

MEMORANDUM FOR: Director of Technical Services

FROM:

Director of Training and Education

REFERENCE: Your Memo of 19 February 1987

SUBJECT: PAR and Counseling Workshop for Senior and First-Line OTS Managers

Joe:

1. Per [] discussion with [] of OTE/LDD/Management Training Branch, OTE will conduct an intensive three day Counseling and PAR Workshop for OTS managers [] on 8 - 10 April. We will conduct this Workshop subject to the following conditions:

--guaranteed attendance by 18 OTS supervisors (please forward the student roster to [] by 27 March).

--participation in the PAR section of the Workshop by an appropriate OTS officer to ensure that content regarding ranking and panels is relevant to your office.

--preparation by OTS of half-a-dozen sanitized OTS PARs to illustrate excellent and poor PAR writing for discussion in the program.

2. Please note that new GS-11 and above supervisors should take Managing in CIA and Leading People in CIA, our new mandatory courses for first-line supervisors, rather than this program. This is because some of the material in the Workshop is covered in those courses, which provide a broader introduction to Agency management responsibilities. The OTS students who have taken these courses so far have been very positive about them. In addition, the Management Electives program provides additional courses to meet management training needs. If these two courses, the electives and the planned workshop do not meet OTS needs, we will consider an additional program later this year.

Per, Training Study Group, Ex Dir,
and A/DCI